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OFFICE OF SECURITY  
MONTHLY STATISTICAL REPORT

DECEMBER 1956

14-0157

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**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT: Office of Security Statistical Report  
for December 1956**

1. Attached are charts and tables reflecting some of the work loads and activities of the Office of Security for December 1956, as described below.

**Chart # 1  
and  
Table A**

**WORK LOAD OF OVERT AND SEMI COVERT CASES**

The figures presented here reflect all types of overt and semi covert cases considered for clearance.

The total number of overt and semi covert cases received in the Office of Security dropped again for the second successive month from 851 to 614. However, the T/O Staff Applicant cases, among those received, increased from a low of 223 last month to 333 this month. This may be due to an early effort being made by the Office of Personnel this year toward recruitment of clerical personnel in anticipation of 1957 spring graduations.

Approvals of T/O Staff Applicant cases increased only slightly over last month from 257 to 261.

**Table B**

**STATUS OF FIELD ACTIONS ON OVERT AND SEMI COVERT CASES**

The field work imposed by overt and semi covert cases shown in Table "A" is reflected in this table in two principal categories, namely, those assigned for full field investigation and those assigned for name checks only. These field assignments plus those shown in

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Table "D" following, reflect statistically the work load on our field offices. A procedure has been instituted this month to eliminate "unassigned" cases.

Chart #2  
and  
Table C

TIME FACTORS IN PROCESSING OVERT AND SEMI  
COVERT CASES

The statistics presented in Chart #2 and Table "C" reflect the time required to process 267 regular Applicant type cases received from the Office of Personnel. These statistics are confined to regular Applicants, Consultants and Military Assignee cases received from the Office of Personnel. Cases of a secondary priority type and those which would distort the averages by short processing time are not included.

Processing time has been reduced again for the second successive month from 100 to 98 days contributed to by a reduction of two days in the average investigative time. Appraisal time of 21 days remained constant.

A very satisfactory reduction in cases pending over 90 days was made during the month by concentrating on the completion of many old cases. This resulted in a reduction from 229 to 131 cases pending over 90 days.

The Analysis Section of Table "C" reflects the following approximate percentages of cases which required various processing times:

8% required less than 30 days to complete;  
19% required from 1 to 3 months to complete;  
54% required from 3 to 4 months to complete;  
19% required over 4 months to complete.

Chart #3  
and  
Table D

COVERT CASES AND COVERT OPERATIONAL SUPPORT  
ACTIVITIES

The number of covert cases and covert operational support

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requests received this month dropped to 1027 and 483 respectively. These low figures are next to the lowest experienced in these two categories in any month during this year.

The man-hours expended on operational support cases remained at a low 3603 man-hours.

**Table E      CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES**

Various activities are reflected ranging from servicing other agency requests, control of employees' outside activities, and control of administrative and personnel actions, to participation of the Office of Security in training activities.

With respect to training, it may be noted that 25 persons devoted a total of 3204 man-hours to training, which is estimated to be equivalent to a little over 5% of the maximum possible man-hours worked in the Office of Security this month.

**Chart #4      NUMBER OF SECURITY PERSONNEL RECEIVING TRAINING**

Self explanatory.

**Table F      PHYSICAL SECURITY ACTIVITIES**

Self Explanatory.

2. It may be of interest to you to know that during the year 1956 communications were received from other offices commending a total of 54 individuals in the Office of Security for exceptional performance of duty.

3. The report on Executive Order 10450 cases for December 1956 was forwarded to you on an "Eyes Only" basis under date of 11 January 1957.

SIGNED

Sheffield Edwards  
Director of Security

**Attachments**

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